

**WELLESLEY FACILITIES MAINTENANCE DEPARTMENT  
REQUEST FOR PROPOSALS #WFMD-RFP-FY17-002  
WELLESLEY HILLS LIBRARY – MASONRY FACADE FEASIBILITY STUDY**

**AUTHORITY**

Town of Wellesley  
Facilities Maintenance Department  
888 Worcester Street, Suite 370  
Wellesley, MA 02482

**PROJECT**

Perform a *Masonry Facade Feasibility Study* at the Wellesley Hills Library for the purpose of evaluating repair options.

**Requests for Proposals (RFP)**

Available April 20, 2016 at:  
Facilities Maintenance Department  
888 Worcester Street, Suite 370  
Wellesley, MA 02482, or online at:  
[http://www.wellesleyma.gov/pages/wellesley  
ma\\_facilities/bids](http://www.wellesleyma.gov/pages/wellesley_ma_facilities/bids)

**Estimated Construction Costs**

N/A

**Study Fee**

Not-to-exceed amount of \$35,000

**Briefing Session and Tours**

April 27, 2016 at Wellesley Hills Library  
at 10:00 am

**Time Period for Completed Work**

See Project Schedule

**Specific Designer Services**

Architectural/engineering/building  
envelope study and design

**Scope of Work**

Perform architectural/engineering/building  
envelope services at the Hills Library to  
recommend repairs to the masonry facade.

**Submissions**

Deadline:  
May 5, 2016 before 11:00 am

Location:  
Town of Wellesley  
Facilities Maintenance Department  
888 Worcester Street, Suite 370  
Wellesley, MA 02482

Clearly marked:

**“Proposal for Masonry Façade  
Feasibility Study”**

**Contact Information**

Joseph Murray, Project Manager  
Telephone: (781) 489-4255  
Email: [jmurray@wellesleyma.gov](mailto:jmurray@wellesleyma.gov)  
Facsimile: (781) 489-4266

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**SECTION I - INTRODUCTION**

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The Town of Wellesley is seeking Requests for Proposals (RFP's) from qualified registered architects, engineers and/or other qualified responders to provide professional services to study the existing masonry façade and to recommend restoration at the Wellesley Hills Library.

The project goal is to evaluate and analyze the existing stone masonry facade and two chimneys for the purpose of identifying restoration, repairs, replacement (discreet items) or other improvements to these systems. The Hills Branch Library is listed with the Massachusetts Historical Commission and also on the National Register of Historic Places.

The stone masonry façade appears to be in generally good to fair condition with some repointing of mortar joints required. Recent construction work at the Hills Library Branch included the reconstruction of most of the North Chimney in 2013-2014. Recent studies include a November 2012 exterior envelope conditions assessment performed by Weston & Sampson, and a September 2015 visual and non-destructive investigation of the East Chimney by Preservation Technology Associates, LLC. The East Chimney is of concern based on its assumed similar construction to the North Chimney, and the extent of undetected damage to it prior to its reconstruction.

**Background**

The Wellesley Hills Library is an approximate 7,000 sf, Colonial Revival-style building located at 210 Washington Street, on an 18,000 sf parcel of land at the southwest corner of Washington Street (Route 16) and Grantland Road Extension. The single-story building with full basement is “L” shaped in plan view. It has a stone foundation, exterior walls and 2 large chimneys faced in local fieldstone, and a tile roof. Door and window openings are framed in stone as are the corner quoins. The gabled roofs intersect at right angles. The library was designed in 1927 by Hampton F. Shirer, using sketches developed by Ralph H. Hannaford, and constructed in 1928. The last major exterior renovation to the building was in 2013-2014 when the upper part of the North Chimney was rebuilt.

Photographs of the Hills Branch Library are included as follows:

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**Aerial View (Looking South)**



**North Elevation**

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**SECTION II – SCOPE OF SERVICES**

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The Town of Wellesley is seeking Requests for Proposals (RFP's) from qualified registered architects, engineers and/or other qualified responders to provide professional services, which may include but not be limited to:

**Task 1 – EXISTING CONDITIONS INVESTIGATION**

By reviewing existing documentation, performing a detailed site investigation including destructive testing/sampling (with repairs), in-situ testing and laboratory testing of removed samples, develop a thorough understanding of existing conditions. This investigation and subsequent analysis shall be used to make recommendations regarding a potential exterior restoration project.

1. Meet with Facilities Maintenance Department personnel for background information, repair history and identification of most problematic areas.
2. Review existing design drawings, reports, specifications, historic documentation, photographs and other documents provided by the Town.
3. Perform exterior and interior investigations of the building that shall allow for 100% inspection and material sampling of the masonry façade, including chimneys. Inspections shall be made using ladders, scaffolding or aerial lifts. If lifts are used, precautions must be taken to avoid damage to grass and landscaping (including roots) surrounding the building. Inspections shall include the following items:
  - a. Entire fieldstone masonry façade. A representative number of mortar samples shall be taken for laboratory analysis to determine requirements for possible repointing work.
  - b. The majority of the *North Chimney* was rebuilt in 2014 and requires only a visual inspection.
  - c. The *East Chimney* has cracked and deeply voided mortar joints. Surface of some stones are moss-covered with signs of white cementitious deposits; however no stone appears to be loose or dislodged.
    - i. Perform selective exploratory work to confirm chimney construction and structural stability
    - ii. Compare construction against detailed information available for the North Chimney
4. Perform laboratory analyses on samples obtained including: mortar, previous repairs/patches and other materials as required to understand existing conditions.
5. Photographically document investigation.

**Task 2 – BUILDING CODE AND HISTORICAL REVIEW**

1. Identify and explain relevant aspects of the Massachusetts State Building Code.
2. Prepare a MSBC “Chapter 34” investigation and evaluation report for the proposed work.
3. Review the Massachusetts Historical Commission Form “B” for Hills Branch Library, and identify applicable restrictions and/or requirements associated with any potential repairs or restoration work recommended for this building, due to its State historical designation and also because it is listed on the National Register of Historic Places.

**Task 3 – SUMMARY OF FINDINGS**

Present the results of Task 1 in narrative form with photographs, sketches, tables and other information required to show existing conditions. Indicate any deficiencies found that may preclude their continued use, and which require repair or restoration. Identify likely cause(s) of moisture infiltration and observed damage.

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**Task 4 – ANALYSIS AND RECOMMENDATIONS**

1. Discuss and analyze observations and findings, including materials and system condition and performance:
  - a. Masonry façade
  - b. Chimneys, with emphasis on the East Chimney
  - c. Laboratory testing
2. Develop alternatives for restoration, repair or replacement for various components of the façade and East Chimney. Include associated work that would be required to interior building systems as well including walls, ceilings, insulation, ventilation systems and air/vapor barriers. Prepare plans, narratives and budgetary level construction costs for each alternative.
3. Where more than one option is proposed, identify a preferred alternative and include the basis for this choice.
4. Discuss construction impacts to the Hills Library's day-to-day operations (scaffolding, staging areas, covered walkways for overhead work, etc).

**Task 5 – PROJECT COSTS AND SCHEDULE**

1. Project Costs
  - a. Engage a professional cost estimator to prepare an itemized construction cost for the preferred alternative
  - b. Include soft costs for design, CA, testing, expenses and contingencies to develop a total project cost
2. Project Schedule
  - a. Prepare a schedule for final design and bidding assuming design begins on or about July 1, 2017.
  - b. Develop a construction schedule for the preferred alternative assuming a July 1, 2018 start date.

**Task 6 – PREPARE REPORT**

1. Prepare and submit eight (8) bound copies of the report, including a PDF version. All photographs in the study shall be color.
2. Report shall include an executive summary, summarize the results of the assessment and include at minimum:
  - a. Statement of project goals and objectives
  - b. Description of existing conditions investigation
  - c. Building code and historical review, including Chapter 34 of the MSBC
  - d. Summary of findings
  - e. Analysis and recommendations
  - f. Project costs and schedule

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**Task 7 – MEETINGS AND PRESENTATIONS**

Prepare for and attend meetings with the Town to discuss the progress of the project.

1. Consultant shall meet with the Town approximately every two weeks, and as necessary. There shall also be a Project Kick-Off meeting.
2. Consultant shall attend and present the results of the work at up to five public meetings, including: Historical Commission, Design Review Board, Board of Selectmen, Library Trustees and Permanent Building Committee at dates to be determined.

**FUTURE PHASES – FINAL DESIGN, BIDDING ASSISTANCE AND CONSTRUCTION SERVICES**

The Town may, at their discretion, continue with the engineer as the Design Engineer in the preparation of Contract Documents for selected recommendations in accordance with MGL Chapter 149 Public Bidding Laws and subsequently provide Bidding Assistance and Construction Administrative Services to each construction project.

**SECTION III – RFP INSTRUCTIONS**

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There will be a pre-submission briefing and tour for this project on April 27, 2016 at 10:00 am, at the Wellesley Hills Library at 210 Washington Street, Wellesley, Massachusetts 02482.

To be considered for selection interested consultants must ensure eight (8) bound packets and eight (8) CDs containing all the information specified in Section IV of this *Request for Proposals* are to be received by the Wellesley Facilities Maintenance Department, 888 Worcester Street, Suite 370, Wellesley, MA 02482 by 11:00 am, May 5, 2016. All packets must clearly identify the contents as “*Proposal for Masonry Facade Feasibility Study*”.

All questions pertaining to the general nature of this project, or to the specific requirements of this RFP, must be received in writing and may be addressed to the Project Manager listed in the *Contact Information* on the front page of this RFP.

As required by the Designer Selection Guidelines put forth by the Commonwealth of Massachusetts Designer Selection Board, the following information is provided to potential consultants for the above work.

**SECTION IV – SUBMISSION REQUIREMENTS**

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The following information shall be submitted by each firm in order to be considered for this project:

1. Completion of Standard Designer Application Form (updated May 2014);
2. Firm Background: A two-page narrative (maximum) of general, brief description of firm including history, size and staff make-up.
3. Resumes: Key staff and sub-consultants who will work on project, highlighting the proposed project manager and his/her experience on similar projects.
4. References: The name, title, address and telephone numbers of client contacts of projects outlined in related experience.
5. Approach: Proposal outlining how the firm would approach/provide the specified Scope of Services;
6. Preliminary schedule;
7. A certified statement to support the firm’s financial stability; and



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8. Copies of current insurance certificates. Demonstrated ability to provide professional liability insurance in the amount of \$100,000 for the study phase.

**SECTION V - SELECTION PROCEDURE**

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The Facilities Maintenance Department and/or its designees will review all proposals and select at least three finalist firms based on the information provided in the qualifications and the following criteria, as a minimum:

1. Prior similar experience;
2. Past performance on public sector projects;
3. Quality of work;
4. Financial stability;
5. Sufficient capacity to complete the project in a timely manner;
6. Qualifications and registrations of personnel and subconsultants who will work on the project; and
7. Any other criteria that the Town considers to be relevant to the project.

Once the submitted qualifications have been reviewed, the evaluation Committee will select a minimum of three finalist firms for interviews. The Committee will then interview the finalists, at which time firms may be asked to detail their qualifications further; providing additional information and their ideas and approach to the project. The Committee will rank the interviewed finalists and make a recommendation to the Director of Facilities Maintenance Department.

A contract and fee will be negotiated with the selected firm. The maximum amount of the fee shall not exceed \$35,000. The final negotiated contract(s) shall contain all minimum requirements/certifications as outlined in the State's most recent version of the Designer Selection Guidelines – Cities and Towns.

The Town reserves the right to select the firm it feels is most qualified based on the information submitted, to waive any informality and to choose a consultant determined to be able to perform in the best interests of the Town. The Town may, at their discretion, continue with the engineer as the Design Engineer in the preparation of Contract Documents for selected recommendations in accordance with MGL Chapter 149 Public Bidding Laws and subsequently provide Bidding Assistance and Construction Administrative Services to each construction project.

**SECTION VI - PROJECT SCHEDULE**

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The following time schedule is planned, but subject to change:

April 20, 2016	Notice Published in Central Register and RFP Available
April 27, 2016	Project Briefing and Tour at Hills Library at 10:00 am
May 2, 2016	Last day for proposer questions by 4:00 pm
May 5, 2016	RFP Submissions Due before 11:00 am
May 13, 2016	Finalists (Top 3) Selected by Committee
May 26, 2016	Finalists Interviewed at Wellesley FMD – 9:00 am to Noon

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June 3, 2016	Award letter issued
June 17, 2016	Contract Executed
July 1, 2016	Notice to Proceed
October 7, 2016	Study Completed

**SECTION VII - GUIDELINES FOR PROPOSAL REVIEW COMMITTEE**

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The Town of Wellesley will determine an appropriate Selection Committee comprised of representatives from various departments, including the Facilities Maintenance Department, Historical Commission, Permanent Building Committee and the Selectmen's Office. Each Committee member is responsible for independently ranking each proposal in accordance with point system below:

- |  |                           |
|--|---------------------------|
| 1. Experience, past performance and qualifications   | 40 points maximum         |
| 2. Personnel to be utilized on project   | 20 points maximum         |
| 3. Project Approach  | 40 points maximum         |
| 4. Supplementary Material  | No point for this section |
| 5. Adjustment for Experience with Candidate Firm   |                           |
| a. For a firm with which a contacted reference has had a particularly favorable experience         | Add up to 10 points       |
| b. For a firm with which a contacted reference has had a particularly negative experience          | Deduct up to 20 points    |
| c. For a firm with which a contacted reference has had no experience or average to good experience | Make no adjustment        |
| <b>TOTAL POINT</b>   | <b>100 points maximum</b> |

**NOTES**

- Supplementary material is to be considered incidental to categories 1 through 3. The ratings for those categories should reflect any of the supplementary material that is referenced in the direct responses to the items in the Proposal.

**SECTION VIII – POST INTERVIEW RATING GUIDELINES**

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- |  |                   |
|--|-------------------|
| 1. Demonstrated knowledge of project scope           | 25 points maximum |
| 2. Project Approach                                  | 25 points maximum |
| 3. Reference Checks                                  | 25 points maximum |
| 4. Project Manager                                   | 25 points maximum |
| 5. Adjustment for experience with the candidate firm |                   |



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- a. For a firm with which a contacted reference has had an especially favorable experience

Add up to 5 points

- b. For a firm with which a contacted reference has had a particularly negative experience

Deduct up to 20 points

- c. For a firm with which a contacted reference has had no experience or average to good experience

Make no adjustment

**TOTAL POINT**

**100 points maximum**

**SECTION XI-CONTRACTUAL PROVISIONS**

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In accordance with M.G.L. c.7C, §§44-58 the following requirements must be included in the design contract relating to non-collusion in the submission of applications, and to financial reports that the designer must file:

- Certification that the designer or construction manager has not given, offered, or agreed to give any person, corporation or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services;
- Certification that no consultant to or subcontractor for the designer or construction manager has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager;
- Certification that no person, corporation or other entity, other than a bona fide full-time employee of the designer or construction manager, has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and
- Certification with respect to contracts which exceed \$10,000 or which are for the design of a building for which the budgeted or estimated construction costs exceed \$100,000 that the designer has internal accounting controls as required by M.G.L. c.30, §39R(c) and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c.30, §39R(d).

Note also that any person contracting with a governmental body must certify in writing that he or she has complied with state tax laws, reporting of employees and contractors, and withholding and remitting of child support. [M.G.L. c.62C, §49A]

<b>Commonwealth of Massachusetts</b>  <b>Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated May 2014)</b>	1. Project Name/Location For Which Firm Is Filing:	2. Project #  This space for use by Awarding Authority only.																																				
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:	3e. Name Of Proposed Project Manager:  For Study: (if applicable) For Design: (if applicable)																																					
3b. Date Present and Predecessor Firms Were Established:	3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:																																					
3c. Federal ID #:	3g. Name and Address Of Parent Company, If Any:																																					
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):   Email Address: _____ Telephone No: _____ Fax No.: _____	3h. Check Below If Your Firm Is Either: (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/>																																					
4. <b>Personnel From Prime Firm Included In Question #3a Above</b> By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):																																						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Admin. Personnel _____ ( _____ )</td> <td style="width: 33%;">Ecologists _____ ( _____ )</td> <td style="width: 33%;">Licensed Site Profs. _____ ( _____ )</td> <td style="width: 33%;">Other _____ ( _____ )</td> </tr> <tr> <td>Architects _____ ( _____ )</td> <td>Electrical Engrs. _____ ( _____ )</td> <td>Mechanical Engrs. _____ ( _____ )</td> <td></td> </tr> <tr> <td>Acoustical Engrs. _____ ( _____ )</td> <td>Environmental Engrs. _____ ( _____ )</td> <td>Planners: Urban./Reg. _____ ( _____ )</td> <td></td> </tr> <tr> <td>Civil Engrs. _____ ( _____ )</td> <td>Fire Protection Engrs. _____ ( _____ )</td> <td>Specification Writers _____ ( _____ )</td> <td></td> </tr> <tr> <td>Code Specialists _____ ( _____ )</td> <td>Geotech. Engrs. _____ ( _____ )</td> <td>Structural Engrs. _____ ( _____ )</td> <td></td> </tr> <tr> <td>Construction Inspectors _____ ( _____ )</td> <td>Industrial Hygienists _____ ( _____ )</td> <td>Surveyors _____ ( _____ )</td> <td></td> </tr> <tr> <td>Cost Estimators _____ ( _____ )</td> <td>Interior Designers _____ ( _____ )</td> <td></td> <td></td> </tr> <tr> <td>Drafters _____ ( _____ )</td> <td>Landscape Architects _____ ( _____ )</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Total _____</td> <td></td> </tr> </table>			Admin. Personnel _____ ( _____ )	Ecologists _____ ( _____ )	Licensed Site Profs. _____ ( _____ )	Other _____ ( _____ )	Architects _____ ( _____ )	Electrical Engrs. _____ ( _____ )	Mechanical Engrs. _____ ( _____ )		Acoustical Engrs. _____ ( _____ )	Environmental Engrs. _____ ( _____ )	Planners: Urban./Reg. _____ ( _____ )		Civil Engrs. _____ ( _____ )	Fire Protection Engrs. _____ ( _____ )	Specification Writers _____ ( _____ )		Code Specialists _____ ( _____ )	Geotech. Engrs. _____ ( _____ )	Structural Engrs. _____ ( _____ )		Construction Inspectors _____ ( _____ )	Industrial Hygienists _____ ( _____ )	Surveyors _____ ( _____ )		Cost Estimators _____ ( _____ )	Interior Designers _____ ( _____ )			Drafters _____ ( _____ )	Landscape Architects _____ ( _____ )					Total _____	
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Drafters _____ ( _____ )	Landscape Architects _____ ( _____ )																																					
		Total _____																																				
5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No																																						

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:

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graph TD
    A[CITY/TOWN / AGENCY] --> B[Prime Consultant  
Principal-In-Charge]
    B --- C[Project Manager for Study]
    B --- D[Project Manager for Design]
    B --> E[Discipline  
(from advertisement)]
    B --> F[Discipline  
(from advertisement)]
    B --> G[Discipline  
(from advertisement)]
    B --> H[Discipline  
(from advertisement)]
    
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The organizational chart template is structured as follows:

- CITY/TOWN / AGENCY** (Top Level)
- Prime Consultant** (Principal-In-Charge) (Second Level)
  - Project Manager for Study** (Third Level)
  - Project Manager for Design** (Third Level)
- Discipline (from advertisement)** (Fourth Level) - Four identical boxes are provided, each containing the following fields:
  - Name Of Firm
  - Person In Charge Of Discipline
  - Mass. Registr. #
  - MBE/WBE Certified (If Applicable)

<p>7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers.</u> Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.</p>	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;">MBE <input type="checkbox"/> WBE <input type="checkbox"/></div>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;">MBE <input type="checkbox"/> WBE <input type="checkbox"/></div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project:
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include <b>ONLY</b> Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.					
Sub-Consultant Name:					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.					
<b># of Total Projects:</b>		<b># of Active Projects:</b>	<b>Total Construction Cost (In Thousands) of Active Projects (excluding studies):</b>		
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C.*	Project Name, Location and Principal-In-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract



10.	Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. <b><u>APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT</u></b>																																							
<b>Be Specific – No Boiler Plate</b>																																								
11.	Professional Liability Insurance:  <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Name of Company</td> <td style="width: 33%; border: none;">Aggregate Amount</td> <td style="width: 33%; border: none;">Policy Number</td> <td style="width: 33%; border: none;">Expiration Date</td> </tr> </table>								Name of Company	Aggregate Amount	Policy Number	Expiration Date																												
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12.	Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer <b>YES</b> or <b>NO</b> . If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).																																							
13.	Name Of Sole Proprietor Or Names Of All Firm Partners and Officers: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>								Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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14.	If Corporation, Provide Names Of All Members Of The Board Of Directors: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>								Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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15.	Names Of All Owners (Stocks Or Other Ownership): <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Name And Title</td> <td style="width: 15%;">% Ownership</td> <td style="width: 15%;">MA. Reg.#</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 20%;">Name And Title</td> <td style="width: 15%;">% Ownership</td> <td style="width: 15%;">MA. Reg.#</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>								Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	a.				d.				b.				e.				c.				f.			
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16.	I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Submitted by (Signature) _____</td> <td style="width: 50%;">Printed Name and Title _____ Date _____</td> </tr> </table>								Submitted by (Signature) _____	Printed Name and Title _____ Date _____																														
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